

Louisiana Secretary of State
Division of Archives, Records Management and History
2004 Records Management Training Sessions
Archives Week Workshop October 8, 2004
Disaster Planning, Vital Records and Unseen Disasters (2.5 hours)

Presenters:

- **Michael Baimbridge, M.B.A.**, Senior Records Analyst for the National Archives
Southwest Region Office (Fort Worth, TX)
- **Carrie Fager, CRM, CA, CDIA+**, Records Management Officer Statewide
for the Louisiana State Archives

Two Sessions are being offered on a first come, first serve basis. Sessions are free but pre-registration is required. Sessions will be held at the Louisiana State Archives Auditorium 3851 Essen Lane, Baton Rouge, LA 70809. Please note: Registration begins 30 minutes prior to start of session.

Session A - Archives Bldg. (October 8 @ 9:00 AM)

Session B - Archives Bldg. (October 8 @ 1:00 PM)

Please Print or Type Legibly

Organization Name: _____

Records Liaison: _____

Contact Phone Number: (_____) _____

Contact Fax Number: (_____) _____

Contact E-mail: _____

Attendees Registering		Liaison?
Session		
Number	Name	(Y or N)
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Return at least 1 day prior to session to: Louisiana State Archives, Attn: Records Management Archives Week Workshop. Either Fax to **(225) 922-0433** or Mail to 3851 Essen Lane, Baton Rouge, LA 70809. For more information contact Kelley Bauer or Barbara Morgan at 225-922-1200.